

**To: New Jersey Department of Personnel
Office of Intergovernmental Services
P.O. Box 309
Trenton, NJ 08625-309**

The jurisdiction/state agency of _____ would like to participate in the Intergovernmental Transfer Program, which enables state and local jurisdictions, without a break in service. Transfer is possible in a title-to-title or comparable title match, provided the employee meets the requirements.

The jurisdiction/state agency recognizes the following:

- Effecting a transfer under this Program requires the agreement of all three parties involved in a transfer: the transferring employee, the sending agency, and the receiving agency. Approval by the Department of Personnel is required before a transfer can be finalized. Transfers are final and transferees may not be placed on a leave from the sending jurisdiction.
- Receiving jurisdictions may waive their residency ordinance, but a Police Officer or Firefighter must be a New Jersey resident.
- Seniority transfers with all titles except those in Municipal Police Officer and Firefighter titles.
- Sick leave transfers with all titles except Municipal Police Officer and Firefighter titles. Sick leave carried to the receiving jurisdiction shall be included in the computation of SCOR payments for all titles except Municipal Police Officer and Firefighter. A Municipal Police Officer or Firefighter cannot recover the sick leave time that was lost in a transfer. A Municipal Police Officer and Firefighter begins earning sick time effective the date of a transfer. They are not eligible to receive accumulated sick leave from a former jurisdiction.
- Vacation time is not carried forward. The sending agency must pay transferees for unused vacation time pursuant to their policy.
- Open competitive and promotional list in a jurisdiction shall not be a bar to a transfer. However, a special reemployment list in a jurisdiction requesting a transfer will be a bar to a transfer.
- Employees effected by a layoff may transfer within 90 days of the effective date of layoff. Any employee transferring within 90 days following a layoff will be considered to have continuous service for purposes of seniority. Except for Municipal Police Officer and Firefighter titles whose seniority will begin on the first date of hire with the receiving jurisdiction. Names of employees shall be removed from special reemployment lists if transferred within 90 days following a layoff.

Jurisdiction/State Agency Representative Appointing Authority: (Please print and/or type)

Name: _____ **Title:** _____

Address: _____

Phone: _____ **Email:** _____ **Fax:** _____